

## Sample Reimbursement Request/Notification Form

In Colorado, a certified nurse aide that paid for his/her own training and becomes employed or has had an offer of employment from a Medicare/Medicaid certified nursing home is eligible for pro rated reimbursement of his/her training expenses within twelve months of having completed an approved nurse aide training and competency evaluation program. The pro rated reimbursement of an eligible certified nurse aide is required by the Code of Federal Regulations (CFR).

### **42 CFR 483 Subpart D—Requirements That Must Be Met by States and State Agencies**

#### **§483.152(c)**

*Section: (c) Prohibition of charges. (1) No nurse aide who is employed by, or who has received an offer of employment from, a facility on the date which the aide begins a nurse aide training and competency evaluation program may be charged for any portion of the program (including any fees for text-books or other required course materials.)*

*(2) If an individual who is not employed, or does not have an offer to be employed, as a nurse aide becomes employed by, or receives an offer of employment from, a facility not later than 12 months after completing a nurse aide training and competency evaluation program, the State must provide for the reimbursement of costs incurred in completing the program on a pro rata basis during the period in which the individual is employed as a nurse aide.*

In Colorado, the State provides for the reimbursement of eligible certified nurse aides through the Medicaid per diem that is paid to Medicare/Medicaid certified nursing homes. When a facility reimburses an eligible certified nurse aide, the facility should record the pro rata reimbursement costs on their annual MED-13 report, so that these costs are included in the computation of the facility's per diem rate.

\_\_\_\_\_, began nurse aide program training at the \_\_\_\_\_

**Nurse Aide Training Program** on \_\_\_\_\_ and completed the program on \_\_\_\_\_.

<b>Tuition</b>	
<b>Fees</b>	
<b>Books</b>	
<b>Required Supplies</b>	
<b>Certification Exam</b>	\$95
<b>*Total</b>	

\* The nurse aide must attach all training and testing receipts to this form to verify the total expenditures listed above. Employers should retain a copy of all receipts and this form.

\_\_\_\_\_  
Program Coordinator  
Nurse Aide Training Program

\_\_\_\_\_  
Date